

**CITY OF NEWBERG  
POSITION DESCRIPTION**

Class Title:	<b>Community Development Director</b>	Range Number:	contract
Department:	Community Development	Location:	City Hall
Section:	Planning and Building	Date:	September, 2014

---

**GENERAL PURPOSE:**

This position works under the general supervision of the City Manager. As a member of the Department Director team and as the head of the Planning and Building divisions, including the permit center, this position has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for Community Development and is responsible for supervising all operations and personnel within the Department.

The Community Development Director plans, directs and administers all activities related to community development, such as building inspection, land use planning, economic development, urban redevelopment, sustainability initiatives, and other related operations. This position also develops, implements, and administers programs and policies to ensure effective development of public and private properties, and fosters positive relationships with the community and regional agencies. Able to lead the City in regional activities related to community development with an emphasis on transportation planning.

**SUPERVISION RECEIVED**

Works under the general supervision of the City Manager.

**SUPERVISION EXERCISED**

The Community Development Director provides overall supervision for all Planning and Building personnel. This may be direct supervision or indirect supervision through one or more division managers.

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to the development of the city through the department's staff and Department Heads. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to recommend hires, evaluate performance and take corrective action as needed.

3. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Develops, implements and administers programs and policies to ensure effective development of public and private properties and foster positive relationships with the development community in compliance with City standards, federal, state, regional, and local laws.
5. Proactively seeks and advocates economic development opportunities, such as business recruitment, commercial area improvements, acquiring additional businesses establish in or relocate to Newberg, oversees grant application processing, and infrastructure changes to support economic developments, and implements necessary policies and programs.
6. Engages in long-range planning, following and updating City's plans, such as the South Industrial Mater Plan, Comprehensive Plan, and Newberg Transportation System Plan.
7. Oversees land use permit process and downtown revitalization.
8. Acts as liaison between Community Development, the community and other public agencies; confers with citizens, community groups, civic organizations and the press.
9. Serves as a member of regional task forces and committees composed of City, County, State, regional, Federal and/or private groups.
10. Ensures that citizen and other inquiries and complaints relating to departmental activity are investigated and resolved quickly and courteously.
11. Seeks ways to deliver public services more effectively and efficiently; seeks grants and other funding sources to finance public services and programs.
12. Provides staff support to various boards, commissions, and neighborhood groups, as needed and assigned. Monitors inter-governmental decisions and legislative issues affecting department operations and takes appropriate action.
13. Maintains positive public relations with customers and is responsive to customer needs.
14. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
15. Performs other duties as required.

#### PERIPHERAL DUTIES

Represents the City as part of various community teams.

Participates in activities to develop State, regional, and City/County policy related to building and land use planning.

## DESIRED MINIMUM QUALIFICATIONS

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

### 1. **Job Preparation:**

#### a) **Education:**

- i) Bachelor's degree from an accredited college or university with a degree in public administration, planning, business administration. A masters degree is preferred; or
- ii) Any equivalent combination of education and experience.

### 2. **Prior Experience:**

#### a) **Work Experience:**

- i) At least five (5) years of management experience in closely related field; desirable to have state or local government experience; or
- ii) Any equivalent combination of education and experience.

#### b) **Necessary Knowledge, Skills and Abilities:**

- Knowledge of management and supervisory practices and principles.
- Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- Knowledge of economic development grant writing.
- Thorough knowledge of City, State and Federal laws pertaining to the area of responsibility; community involvement, public review processes and practices.
- Knowledge of the principles and practices of current and long range planning, including the Oregon land use system.
- Working knowledge of the operations of the subordinate functions of Community Development operations.
- Knowledge of Federal and regional transportation funding processes.
- Knowledge of community involvement methods and practices.
- Knowledge of current and proposed legislation and laws of the local, state, and federal governments that affect Community Development programs.
- Skill to effectively supervise and motivate staff.
- Excellent written and oral communication skills.
- Skilled in computer use via personal computer and virtual desktop environment, namely proficiency with word processing; spreadsheets, databases, electronic communications, and other Microsoft and/or planning and land use applications.
- Ability to develop goals and long range planning for department.
- Ability to manage multiple projects often within tight timeframes.
- Ability to develop and oversee large budget.
- Ability to make effective presentations.
- Ability to manage and evaluate the work of subordinates.
- Ability to analyze and evaluate departmental operations and develop and implement plans to increase or improve departmental efficiency.
- Ability to prepare and analyze comprehensive and technical reports.

- Ability to establish and maintain effective working relationships.
- Ability to work as a team member and to cultivate a team climate.
- Ability to perform the essential functions of the job.

## SPECIAL REQUIREMENTS

A valid State driver's license, or ability to obtain one by start of employment.

### 1. **Special Requirements:**

- a) Must possess, or be able to obtain by hire date, a valid Oregon or Washington State Driver's License.
- b) Must successfully pass a criminal history background check.
- c) Must be able to pass the department's security clearance standards for unescorted access to certain City facilities, including review of driving record.

### 2. **Communications:**

- a) Has frequent contact with staff, vendors, publics, members of other government entities and elected officials.
- b) The communications are often complex and may be confidential.

### 3. **Cognitive Functions:**

- a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.

### 4. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed mostly in office setting.
- b) Some outdoor work in unknown weather conditions is required to obtain perspective of various land use developments, City geography, or facilities.
- c) Evening meetings are required.
- d) Responds any hours to emergency situations.

### 5. **Resource Accountability:**

- a) This classification has budgetary authority and is responsible for the budget of the department in excess of \$2 million and is accountable for control of capital assets.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in a lighted, conditioned office environment. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The position incumbent works with a significant workload characterized by frequent deadlines and constant interruptions.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; and a successful criminal background check. A national fingerprint-based record check may be required as a condition of employment for unescorted access to certain City facilities. Other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

#### TOOLS AND EQUIPMENT USED

Personal computer and Virtual Desktop Infrastructure environment (ThinClient computing), including MS-based word processing, spreadsheet, scheduling, e-mail, and database software; graphics programs; permit software; 10-key calculator; multi-line phone; network-connected copy machine with scanning; and audiovisual and recording equipment, such projectors and cameras.

#### APPROVAL

  
\_\_\_\_\_  
Appointing Authority

Effective Date: September, 2014

Revision History: